# Educational Briefing

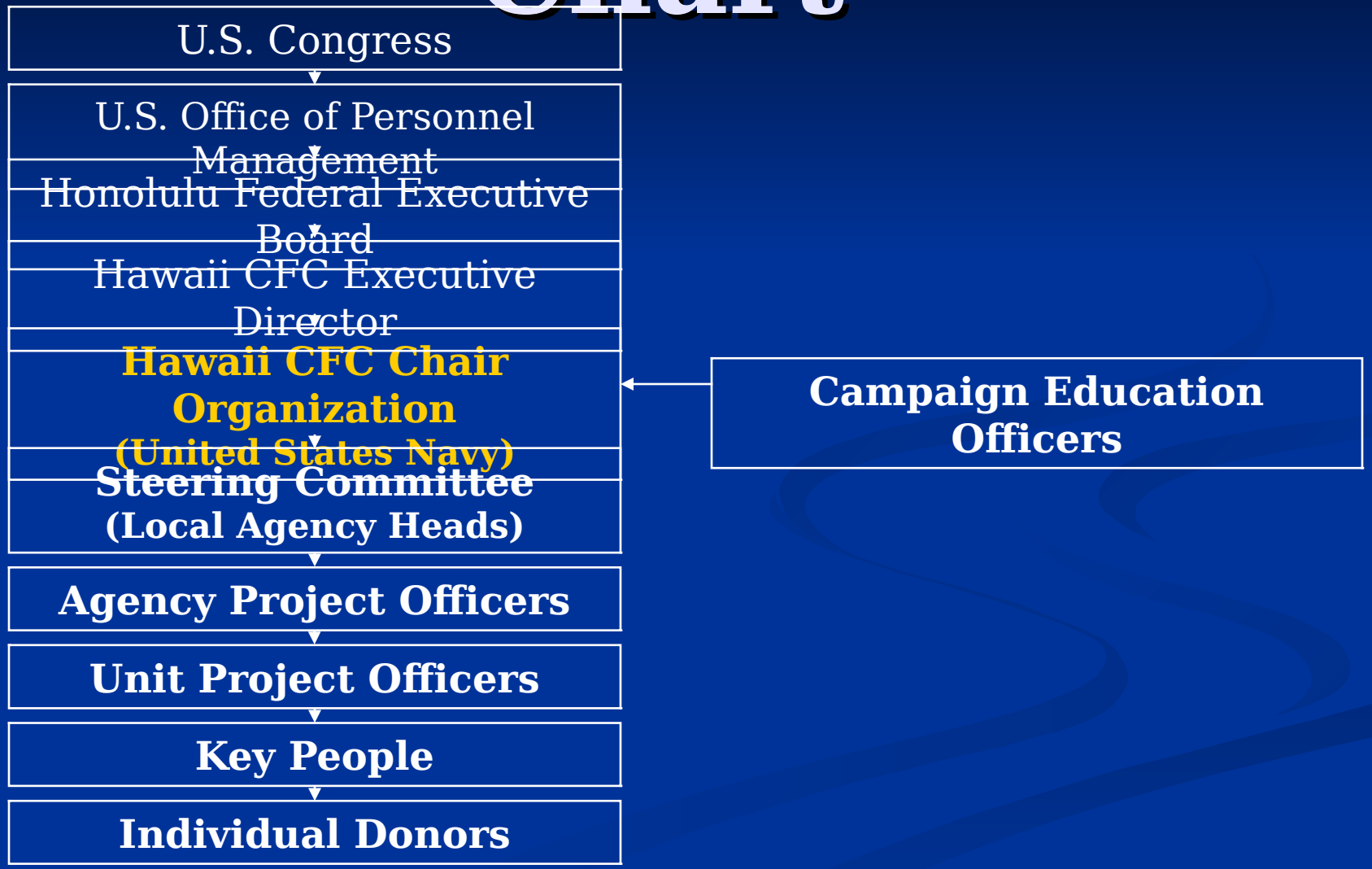
# Training Agenda

- CFC history
- Organization
- Regulations
- CFC focus
- Responsibilities
- Campaign FUNdraisers
- Potential
- Materials
- Impact
- Frequently asked questions

# General Information

- CFC history
  - Established in 1961 by John F. Kennedy
  - Campaign occurs once a year
    - September 1 – December 15
    - 2004 Hawaii CFC
      - September 7 – October 19
  - About 400 Combined Federal Campaigns
  - Hawaii-Pacific Area CFC is 4th in size
  - Over 240 million dollars raised nationally

# Organizational Chart



# Local Information

- **History of Giving in Hawaii**
  - **Number of federal employees**
  - **Average gift has increased**
  - **Use of payroll deduction is the preferred method of giving**

| GIVING HISTORY | 1999 | 2000 | 2001 | 2002 | 2003 |
|---|---|---|---|---|---|
| # of Employees | 67,992 | 69,125 | 70,517 | 70,004 | 72,778 |
| Campaign Total | $4,654,352 | $4,825,641 | $5,305,279 | $5,425,480 | $5,597,193 |
| % Donating | 66% | 56% | 56% | 55% | 53% |
| Average Gift | $102.97 | $125.18 | $134.83 | $141.63 | $146.02 |
| % Using Payroll | 76% | 72% | 73% | 72% | 71% |
| % Dollars = Payroll | 91% | 91% | 93% | 92% | 92% |

# CFC Regulations

- **“The CFC is the only authorized solicitation of federal employees in the federal workplace on behalf of charitable organizations.”**
- **“The agency head of each federal agency will initiate campaigns within their offices or installations and provide support for the campaign…”**
- **“Employees solicitations shall be conducted during duty hours…”**

# Campaign Focus

- Leadership involvement
  - Be actively involved
  - Demonstrate support
  - Needs to be visible
  - Recognize donors and units
  - Ensure FEAT concept

# Campaign Focus

- FEAT
  - Find
  - Educate
  - Ask
  - Thank

# Campaign Focus

- **FIND**
  - **Locate all units and offices**
  - **Create a contact list for each unit and office**
  - **Make sure list is complete so that all donors may be contacted**
  - **Turn completed list into Planning Committee**
  - **CEO will use the list as a checklist**

# Campaign Focus

- **EDUCATE**
  - **CEO will conduct educational briefs**
  - **Introduction of Keypeople and Project Officer**
  - **Leadership remarks**
  - **Show video/Charity Speaker**
  - **Answer questions**

# Campaign Focus

- **ASK**
  - **Keyperson's responsibility**
  - **Visit each federal employee**
  - **Present donor card and brochure**
  - **Answer questions**
  - **Ask for contribution**
  - **Thank everyone!**

# Campaign Focus

- **THANK**
  - **Give recognition items to eagle and super eagle givers upon receipt of donation**
  - **Leadership thank you**
  - **Certificates of appreciation**
  - **Memos and Emails to employees**
  - **Verbally recognize and thank everyone**

# Campaign Focus

- **Individual Potential**
  - **One hours pay per month x 12 months (.0058) (base pay)**
  - **Individual potentials are located in the brochure and pledge card (suggested giving guide)**
- **Recognition**
  - **Agencies, departments, units, and individuals are recognized based on potential**

# Campaign Focus

- **Payroll deduction**
  - **Advantages**
    - **Easier to give**
    - **Allows donors to make a bigger difference**
    - **Does not start until January and continues through December (1 Year and automatically stops)**
  - **Explain advantages when cards are handed out!**

# Campaign Focus

- **Special FUNdraising Events**
  - **Use to wrap up campaign**
  - **Bake sales and car washes**
  - **Increases unit potential achieved**
  - **Raises morale**
  - **Have fun!**
  - **Thank everyone!**

# Campaign Roles

- Campaign Education Officer
- Agency Project Officer
- Unit Project Officer
- Keypeople
- Individual Donors

# Campaign Education Officer

- **Responsibilities**
  - **Educate Project Officers, Keypeople, and Donors**
  - **Help with materials and recognition items**
  - **Review completed audit of envelopes and their contents with Unit Project Officers**
  - **Support federal agencies throughout entire campaign**

# Agency Project Officer

- Leadership
  - Overall responsibility for agency's campaign
  - Reports to the Agency Head the status of the campaign
  - Lead Unit Project Officer in implementing the campaign strategy (FEAT)
  - Establish and track award recognition structure by unit or department

# Unit Project Officer

- Essential Responsibilities
  - Leadership
    - Ensure campaign gets visibility
    - Encourage fundraisers to wrap up your campaign
    - Discourage prohibited practices
  - Accountability
    - Materials
      - Contents of envelope
      - Recognition items
    - Progress reports (weekly)
    - Deposit slips
      - Ensure cash/check donations get deposited, validated and returned to corresponding envelope
    - Track Recognition Items by agency, unit, & department
    - Auditing

# Unit Project Officer

- Action Steps
  - Identify Keypeople (1 per 25 people)
  - Contact CEO for educational briefs for all employees
    - Plan time & location for briefs
    - Submit Speaker Request Form
  - Distribute Envelopes to Keypeople
  - Ensure everyone attends an educational brief
  - Receive completed envelope from Keypeople
  - Audit envelopes to ensure accuracy of pledge cards and keyperson reports
    - Refer to Training Guide
  - Contact CEO to turn in completed envelopes

# Keyperson

- **Responsibilities**
  - **Leadership**
  - **Ask**
    - **Distribute pledge cards and donor brochures after CEO educational brief**
    - **Retrieve pledge cards (ensure accuracy)**
    - **Be prepared to answer donor's questions**
  - **Encourage payroll deduction**
  - **Thank everyone!**
    - **Distribute Recognition items to Eagle and Super Eagle givers**
  - **Complete and sign keyperson report**

# Keyperson

- **Responsibilities**
  - **Manage the contents of the envelope**
    - **25 pledge cards**
    - **1 keyperson final report**
    - **1 lost pledge card form**
    - **1 $250+ cash/check form**
    - **1 deposit slip**
      - **Must be validated by bank when deposits are made**
    - **1 training guide (CFC reference guide)**
    - **1 point of contact poster**
  - **Donor Brochures will be distributed based on agency population**

# Keyperson's Envelope

**Keyperson Final Report # 3001**

*For Office use only*

Envelope Total: _____

Audited By: _____

CONTROLLED MATERIALS

## KEYPERSON ENVELOPE

### F.E.A.T.

1. **Find** Identify all the employees in your area of responsibility
2. **Educate** Make sure all employees attend a CFC briefing
3. **Ask** Ensure that you ask and provide everyone with a pledge card
4. **Thank** Thank everyone regardless of whether or not they gave

### CONTENTS OF KIT

- 1 CFC Poster (post in a prominent place in your office space)
- 1 Donor Brochures (you will receive one Donor Brochure per employee)
- 25 Pledge Cards (one per employee)
- 1 Training Guide (KEYPERSON must read after checking contents)
- 1 Keyperson's Final Report Form (fill out completely after making all contacts)
- 1 Bank Deposit Slip (for a single deposit once envelope is complete)
- 1 250+ Cash/Check Form (to record all contributions made by Cash/Check that are $250.00 or more)
- 1 Lost Pledge Card Form (to record lost or destroyed pledge cards)

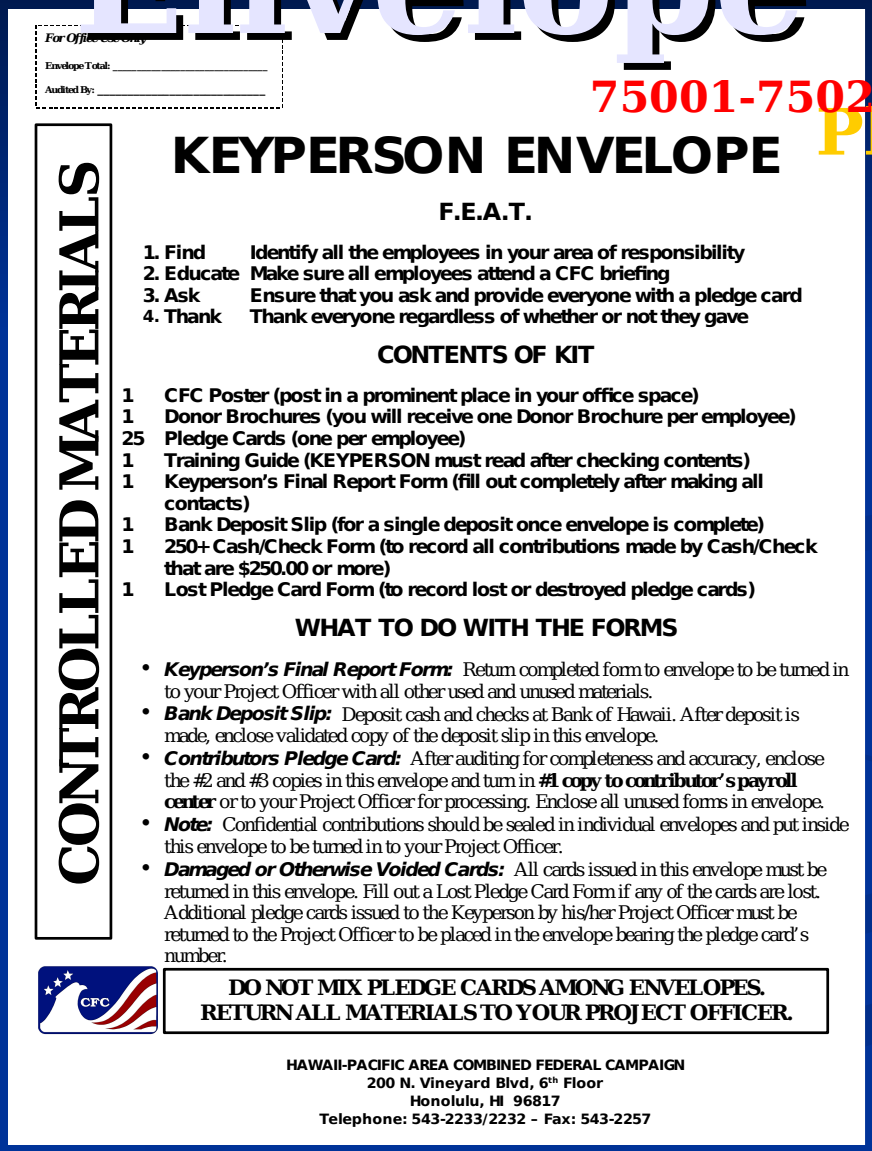
### WHAT TO DO WITH THE FORMS

- ***Keyperson's Final Report Form:*** Return completed form to envelope to be turned in to your Project Officer with all other used and unused materials.
- ***Bank Deposit Slip:*** Deposit cash and checks at Bank of Hawaii. After deposit is made, enclose validated copy of the deposit slip in this envelope.
- ***Contributors Pledge Card:*** After auditing for completeness and accuracy, enclose the #2 and #3 copies in this envelope and turn in **#1 copy to contributor's payroll center** or to your Project Officer for processing. Enclose all unused forms in envelope.
- ***Note:*** Confidential contributions should be sealed in individual envelopes and put inside this envelope to be turned in to your Project Officer.
- ***Damaged or Otherwise Voided Cards:*** All cards issued in this envelope must be returned in this envelope. Fill out a Lost Pledge Card Form if any of the cards are lost. Additional pledge cards issued to the Keyperson by his/her Project Officer must be returned to the Project Officer to be placed in the envelope bearing the pledge card's number.

**DO NOT MIX PLEDGE CARDS AMONG ENVELOPES.**
**RETURN ALL MATERIALS TO YOUR PROJECT OFFICER.**

**HAWAII-PACIFIC AREA COMBINED FEDERAL CAMPAIGN**
**200 N. Vineyard Blvd, 6th Floor**
**Honolulu, HI 96817**
**Telephone: 543-2233/2232 – Fax: 543-2257**

# Keyperson's Envelope



*For Office use only*

Envelope Total: _____

Audited By: _____

75001-75025 Pledge Card #

CONTROLLED MATERIALS

## KEYPERSON ENVELOPE

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**200 N. Vineyard Blvd, 6th Floor**
**Honolulu, HI 96817**
**Telephone: 543-2233/2232 – Fax: 543-2257**

# AGENCY CODE

DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

## KEYPERSON'S FINAL REPORT

HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

3001

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kauai ENVELOPE NUMBER

**INSTRUCTIONS TO KEYPERSON**
**Keyperson's Final Report**

1. List the card numbers and names of personnel contributing. When solicitation is complete, black out the names of those not contributing.
2. Enter total cash/check, or total annual payroll deduction (amount indicated by donor on the pledge card) for each contributor under "Amount Contributed." If a contributor uses a sealed envelope, write "confidential" opposite that name under "Amount Contributed." Check the "Eagle Giver" or "Super Eagle Giver" box.
3. Review pledge cards for completeness and accuracy of math and designation information. Make sure donor has kept the receipt copy.
4. When solicitation is complete:
   a. Total cash/check column (1) and payroll column (2). Total cash listed here must equal total on deposit slip which must be validated by the bank.
   b. Enter the number of donors and amounts in appropriate blocks below: Cash/checks (3); Payroll deductions (4) (if donor has contributed both cash and payroll – only count as one donor in payroll deductions, donors box (4); confidential gifts – enter the number of donors only (5). Total donors (6) will be the sum of categories, 3, 4, & 5. Total amount (6) will be the total of categories 3 & 4.
   c. Verify pledge card numbers against those listed on the front of your envelope. Turn in unsealed keyperson envelope containing used AND unused contributor's pledge cards, confidential (sealed) envelopes and cash/checks or validated deposits slip to your Project Officer who will verify your results and SIGN THIS REPORT IN YOUR PRESENCE.

**KEYPERSON AND PROJECT OFFICER MUST BOTH SIGN:** We verify that we have reviewed the pledge cards, deposit slips and this report for completeness and accuracy.

| PLEDGE CARD NO. | CONTRIBUTOR NAME (PLEASE TYPE OR PRINT USING BALL POINT PEN AND PRESS FIRMLY) | AMOUNT CONTRIBUTED: BY CASH/ CHECKS (1) | AMOUNT CONTRIBUTED: TOTAL ANNUAL PAYROLL DEDUCTION (2) | EAGLE GIVER | SUPER EAGLE GIVER |
|---|---|---|---|---|---|
| 75001 | Mary Poppins | | | | |
| 75002 | Duck McQuack | | | | |
| 75003 | Capt O'Hara | | | | |
| 75004 | Bahhumbug Scrooge | | | | |
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| 75025 | NOT USED | | | | |
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(Keyperson's Signature)

Work Phone: _____

(Signature of Keyperson's Project Officer)

Work Phone: _____

Date: _____

NOTE: SUBMIT ALL #1 COPIES OF THE PAYROLL DEDUCTION CONTRIBUTOR'S PLEDGE CARDS TO PAYROLL OFFICE FOR PROCESSING.

**CONTRIBUTIONS**

3. CASH/CHECKS — DONORS | AMOUNT
4. PAYROLL DEDUCTIONS — DONORS | AMOUNT
5. CONFIDENTIAL GIFTS — DONORS
6. TOTALS — DONORS | AMOUNT

CEO INITIALS

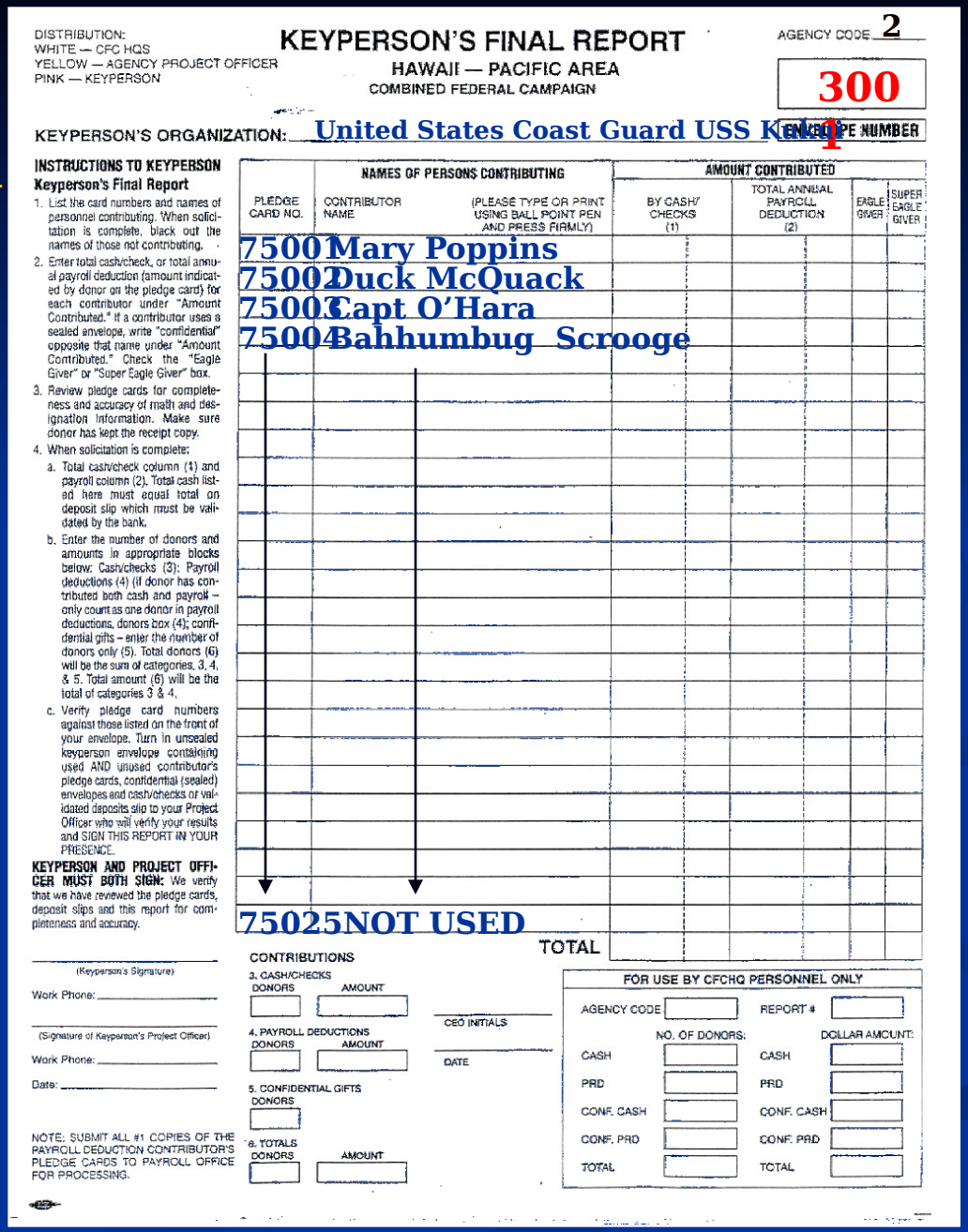
DATE

**FOR USE BY CFCHQ PERSONNEL ONLY**

AGENCY CODE | REPORT #

| | NO. OF DONORS: | DOLLAR AMOUNT: |
|---|---|---|
| CASH | | CASH |
| PRD | | PRD |
| CONF. CASH | | CONF. CASH |
| CONF. PRD | | CONF. PRD |
| TOTAL | | TOTAL |

# ENVELOPE NUMBER (preprinted)



DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

## KEYPERSON'S FINAL REPORT
HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

300

ENVELOPE NUMBER 1

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kauai

**INSTRUCTIONS TO KEYPERSON**
**Keyperson's Final Report**

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(Keyperson's Signature)

Work Phone:

(Signature of Keyperson's Project Officer)

Work Phone:

Date:

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|---|---|---|---|---|---|
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| 75003 | Capt O'Hara | | | | |
| 75004 | Bahhumbug Scrooge | | | | |
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**CONTRIBUTIONS**

3. CASH/CHECKS — DONORS / AMOUNT
4. PAYROLL DEDUCTIONS — DONORS / AMOUNT
5. CONFIDENTIAL GIFTS — DONORS
6. TOTALS — DONORS / AMOUNT

CEO INITIALS

DATE

**FOR USE BY CFCHQ PERSONNEL ONLY**

AGENCY CODE | REPORT #

| | NO. OF DONORS: | DOLLAR AMOUNT: |
|---|---|---|
| CASH | | CASH |
| PRD | | PRD |
| CONF. CASH | | CONF. CASH |
| CONF. PRD | | CONF. PRD |
| TOTAL | | TOTAL |

# ORGANIZATION AND UNIT/DEPT

DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

## KEYPERSON'S FINAL REPORT

HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

300

ENVELOPE NUMBER 4

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kidd

**INSTRUCTIONS TO KEYPERSON**
**Keyperson's Final Report**

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|---|---|---|---|---|---|
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| 75002 | Duck McQuack | | | | |
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| 75004 | Bahhumbug Scrooge | | | | |
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| | TOTAL | | | | |

(Keyperson's Signature)

Work Phone: _____

(Signature of Keyperson's Project Officer)

Work Phone: _____

Date: _____

NOTE: SUBMIT ALL #1 COPIES OF THE PAYROLL DEDUCTION CONTRIBUTOR'S PLEDGE CARDS TO PAYROLL OFFICE FOR PROCESSING.

**CONTRIBUTIONS**

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4. PAYROLL DEDUCTIONS — DONORS | AMOUNT
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CEO INITIALS _____

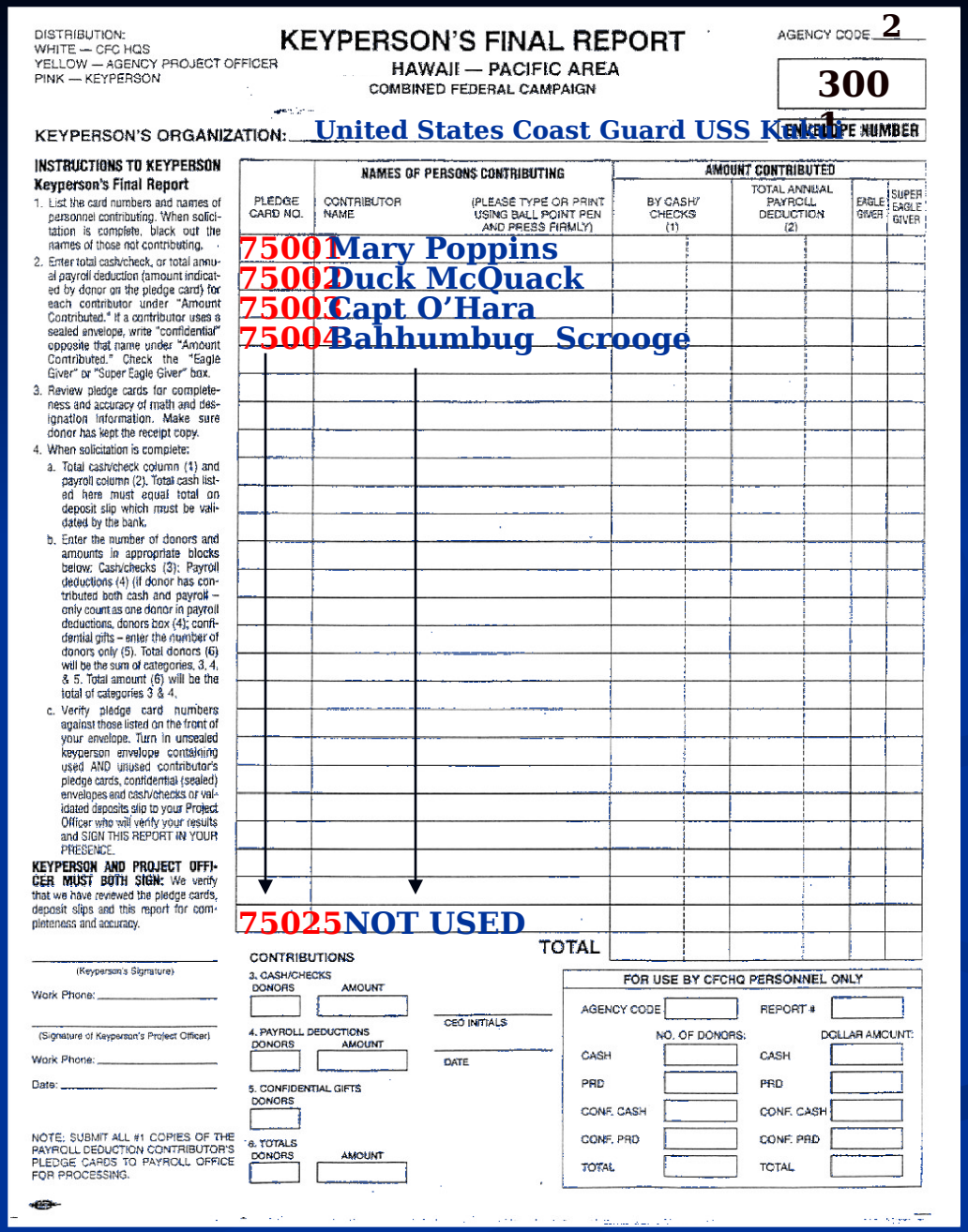
DATE _____

**FOR USE BY CFCHQ PERSONNEL ONLY**

AGENCY CODE | REPORT #

| | NO. OF DONORS: | DOLLAR AMOUNT: |
|---|---|---|
| CASH | | CASH |
| PRD | | PRD |
| CONF. CASH | | CONF. CASH |
| CONF. PRD | | CONF. PRD |
| TOTAL | | TOTAL |

# PLEDGE CARD #



DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

## KEYPERSON'S FINAL REPORT
HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

300

1

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kauai

ENVELOPE NUMBER

**INSTRUCTIONS TO KEYPERSON**
**Keyperson's Final Report**

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(Keyperson's Signature)

Work Phone:

(Signature of Keyperson's Project Officer)

Work Phone:

Date:

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| | TOTAL | | | | |

CONTRIBUTIONS

3. CASH/CHECKS — DONORS | AMOUNT

4. PAYROLL DEDUCTIONS — DONORS | AMOUNT

5. CONFIDENTIAL GIFTS — DONORS

6. TOTALS — DONORS | AMOUNT

CEO INITIALS

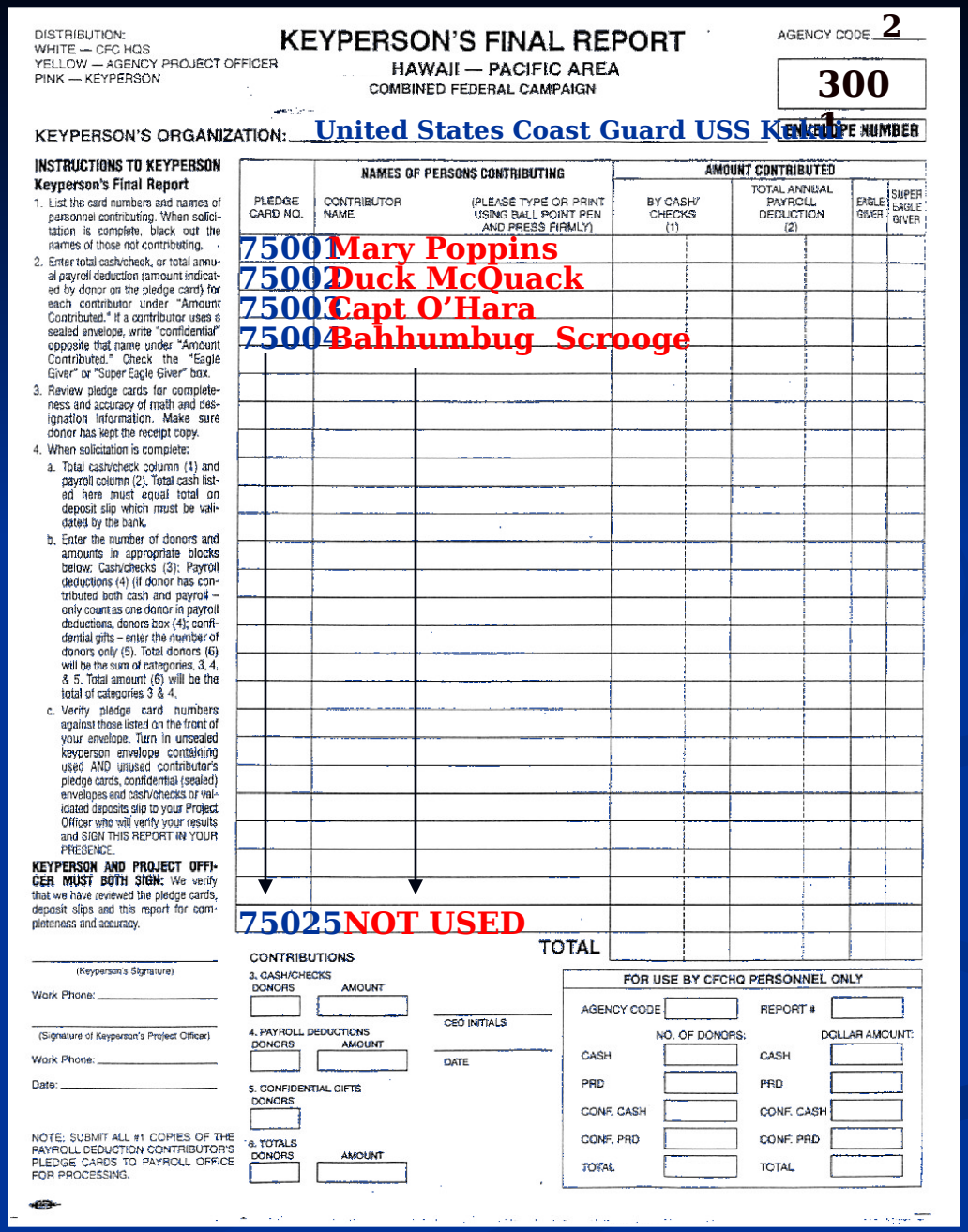
DATE

FOR USE BY CFCHQ PERSONNEL ONLY

AGENCY CODE | REPORT #

| | NO. OF DONORS: | DOLLAR AMOUNT: |
|---|---|---|
| CASH | | CASH |
| PRD | | PRD |
| CONF. CASH | | CONF. CASH |
| CONF. PRD | | CONF. PRD |
| TOTAL | | TOTAL |

**CONTRIBUTOR NAME**



DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

# KEYPERSON'S FINAL REPORT

HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

300

1

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kauai

ENVELOPE NUMBER

**INSTRUCTIONS TO KEYPERSON**

**Keyperson's Final Report**

1. List the card numbers and names of personnel contributing. When solicitation is complete, black out the names of those not contributing.
2. Enter total cash/check, or total annual payroll deduction (amount indicated by donor on the pledge card) for each contributor under "Amount Contributed." If a contributor uses a sealed envelope, write "confidential" opposite that name under "Amount Contributed." Check the "Eagle Giver" or "Super Eagle Giver" box.
3. Review pledge cards for completeness and accuracy of math and designation information. Make sure donor has kept the receipt copy.
4. When solicitation is complete:
   a. Total cash/check column (1) and payroll column (2). Total cash listed here must equal total on deposit slip which must be validated by the bank.
   b. Enter the number of donors and amounts in appropriate blocks below: Cash/checks (3); Payroll deductions (4) (if donor has contributed both cash and payroll – only count as one donor in payroll deductions, donors box (4); confidential gifts – enter the number of donors only (5). Total donors (6) will be the sum of categories, 3, 4, & 5. Total amount (6) will be the total of categories 3 & 4.
   c. Verify pledge card numbers against those listed on the front of your envelope. Turn in unsealed keyperson envelope containing used AND unused contributor's pledge cards, confidential (sealed) envelopes and cash/checks or validated deposits slip to your Project Officer who will verify your results and SIGN THIS REPORT IN YOUR PRESENCE.

**KEYPERSON AND PROJECT OFFICER MUST BOTH SIGN:** We verify that we have reviewed the pledge cards, deposit slips and this report for completeness and accuracy.

(Keyperson's Signature)

Work Phone:

(Signature of Keyperson's Project Officer)

Work Phone:

Date:

NOTE: SUBMIT ALL #1 COPIES OF THE PAYROLL DEDUCTION CONTRIBUTOR'S PLEDGE CARDS TO PAYROLL OFFICE FOR PROCESSING.

| PLEDGE CARD NO. | NAMES OF PERSONS CONTRIBUTING — CONTRIBUTOR NAME (PLEASE TYPE OR PRINT USING BALL POINT PEN AND PRESS FIRMLY) | AMOUNT CONTRIBUTED — BY CASH/ CHECKS (1) | TOTAL ANNUAL PAYROLL DEDUCTION (2) | EAGLE GIVER | SUPER EAGLE GIVER |
|---|---|---|---|---|---|
| 75001 | Mary Poppins | | | | |
| 75002 | Duck McQuack | | | | |
| 75003 | Capt O'Hara | | | | |
| 75004 | Bahhumbug Scrooge | | | | |
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| 75025 | NOT USED | | | | |
| | TOTAL | | | | |

CONTRIBUTIONS

3. CASH/CHECKS — DONORS | AMOUNT

4. PAYROLL DEDUCTIONS — DONORS | AMOUNT

5. CONFIDENTIAL GIFTS — DONORS

6. TOTALS — DONORS | AMOUNT

CEO INITIALS

DATE

FOR USE BY CFCHQ PERSONNEL ONLY

AGENCY CODE | REPORT #

| | NO. OF DONORS: | DOLLAR AMOUNT: |
|---|---|---|
| CASH | | CASH |
| PRD | | PRD |
| CONF. CASH | | CONF. CASH |
| CONF. PRD | | CONF. PRD |
| TOTAL | | TOTAL |

# DONATIONS BY CASH/CHECK COLUMN

DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

## KEYPERSON'S FINAL REPORT

HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

300

1

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kauai

**INSTRUCTIONS TO KEYPERSON**
**Keyperson's Final Report**

1. List the card numbers and names of personnel contributing. When solicitation is complete, black out the names of those not contributing.
2. Enter total cash/check, or total annual payroll deduction (amount indicated by donor on the pledge card) for each contributor under "Amount Contributed." If a contributor uses a sealed envelope, write "confidential" opposite that name under "Amount Contributed." Check the "Eagle Giver" or "Super Eagle Giver" box.
3. Review pledge cards for completeness and accuracy of math and designation information. Make sure donor has kept the receipt copy.
4. When solicitation is complete:
   a. Total cash/check column (1) and payroll column (2). Total cash listed here must equal total on deposit slip which must be validated by the bank.
   b. Enter the number of donors and amounts in appropriate blocks below: Cash/checks (3); Payroll deductions (4) (if donor has contributed both cash and payroll – only count as one donor in payroll deductions, donors box (4); confidential gifts – enter the number of donors only (5). Total donors (6) will be the sum of categories, 3, 4, & 5. Total amount (6) will be the total of categories 3 & 4.
   c. Verify pledge card numbers against those listed on the front of your envelope. Turn in unsealed keyperson envelope containing used AND unused contributor's pledge cards, confidential (sealed) envelopes and cash/checks or validated deposits slip to your Project Officer who will verify your results and SIGN THIS REPORT IN YOUR PRESENCE.

**KEYPERSON AND PROJECT OFFICER MUST BOTH SIGN:** We verify that we have reviewed the pledge cards, deposit slips and this report for completeness and accuracy.

| PLEDGE CARD NO. | CONTRIBUTOR NAME (PLEASE TYPE OR PRINT USING BALL POINT PEN AND PRESS FIRMLY) | AMOUNT CONTRIBUTED: BY CASH/CHECKS (1) | AMOUNT CONTRIBUTED: TOTAL ANNUAL PAYROLL DEDUCTION (2) | EAGLE GIVER | SUPER EAGLE GIVER |
|---|---|---|---|---|---|
| 75001 | Mary Poppins | 25 00 | | | |
| 75002 | Duck McQuack | | 180 00 | | |
| 75003 | Capt O'Hara | | 420 00 | | |
| 75004 | Bahhumbug Scrooge | | | | |
| 75025 | NOT USED | | | | |
| | TOTAL | | | | |

(Keyperson's Signature)

Work Phone:

(Signature of Keyperson's Project Officer)

Work Phone:

Date:

NOTE: SUBMIT ALL #1 COPIES OF THE PAYROLL DEDUCTION CONTRIBUTOR'S PLEDGE CARDS TO PAYROLL OFFICE FOR PROCESSING.

CONTRIBUTIONS

3. CASH/CHECKS — DONORS | AMOUNT
4. PAYROLL DEDUCTIONS — DONORS | AMOUNT
5. CONFIDENTIAL GIFTS — DONORS
6. TOTALS — DONORS | AMOUNT

CEO INITIALS

DATE

FOR USE BY CFCHQ PERSONNEL ONLY

AGENCY CODE | REPORT #

| | NO. OF DONORS: | DOLLAR AMOUNT: |
|---|---|---|
| CASH | | CASH |
| PRD | | PRD |
| CONF. CASH | | CONF. CASH |
| CONF. PRD | | CONF. PRD |
| TOTAL | | TOTAL |

# TOTAL ANNUAL PAYROLL DEDUCTION COLUMN

DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

## KEYPERSON'S FINAL REPORT

HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

300

1 ENVELOPE NUMBER

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kukui

**INSTRUCTIONS TO KEYPERSON**
**Keyperson's Final Report**

1. List the card numbers and names of personnel contributing. When solicitation is complete, black out the names of those not contributing.
2. Enter total cash/check, or total annual payroll deduction (amount indicated by donor on the pledge card) for each contributor under "Amount Contributed." If a contributor uses a sealed envelope, write "confidential" opposite that name under "Amount Contributed." Check the "Eagle Giver" or "Super Eagle Giver" box.
3. Review pledge cards for completeness and accuracy of math and designation information. Make sure donor has kept the receipt copy.
4. When solicitation is complete:
   a. Total cash/check column (1) and payroll column (2). Total cash listed here must equal total on deposit slip which must be validated by the bank.
   b. Enter the number of donors and amounts in appropriate blocks below: Cash/checks (3); Payroll deductions (4) (if donor has contributed both cash and payroll – only count as one donor in payroll deductions, donors box (4); confidential gifts – enter the number of donors only (5). Total donors (6) will be the sum of categories, 3, 4, & 5. Total amount (6) will be the total of categories 3 & 4.
   c. Verify pledge card numbers against those listed on the front of your envelope. Turn in unsealed keyperson envelope containing used AND unused contributor's pledge cards, confidential (sealed) envelopes and cash/checks or validated deposits slip to your Project Officer who will verify your results and SIGN THIS REPORT IN YOUR PRESENCE.

**KEYPERSON AND PROJECT OFFICER MUST BOTH SIGN:** We verify that we have reviewed the pledge cards, deposit slips and this report for completeness and accuracy.

| PLEDGE CARD NO. | NAMES OF PERSONS CONTRIBUTING — CONTRIBUTOR NAME (PLEASE TYPE OR PRINT USING BALL POINT PEN AND PRESS FIRMLY) | AMOUNT CONTRIBUTED — BY CASH/ CHECKS (1) | TOTAL ANNUAL PAYROLL DEDUCTION (2) | EAGLE GIVER | SUPER EAGLE GIVER |
|---|---|---|---|---|---|
| 75001 | Mary Poppins | 25 00 | | | |
| 75002 | Duck McQuack | | 180 00 | | |
| 75003 | Capt O'Hara | | 420 00 | | |
| 75004 | Bahhumbug Scrooge | | | | |
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| 75025 | NOT USED | | | | |
| | TOTAL | | | | |

(Keyperson's Signature)

Work Phone: _____

(Signature of Keyperson's Project Officer)

Work Phone: _____

Date: _____

NOTE: SUBMIT ALL #1 COPIES OF THE PAYROLL DEDUCTION CONTRIBUTOR'S PLEDGE CARDS TO PAYROLL OFFICE FOR PROCESSING.

**CONTRIBUTIONS**

3. CASH/CHECKS — DONORS _____ AMOUNT _____
4. PAYROLL DEDUCTIONS — DONORS _____ AMOUNT _____
5. CONFIDENTIAL GIFTS — DONORS _____
6. TOTALS — DONORS _____ AMOUNT _____

CEO INITIALS _____

DATE _____

**FOR USE BY CFCHQ PERSONNEL ONLY**

AGENCY CODE _____ REPORT # _____

| | NO. OF DONORS: | DOLLAR AMOUNT: |
|---|---|---|
| CASH | | CASH |
| PRD | | PRD |
| CONF. CASH | | CONF. CASH |
| CONF. PRD | | CONF. PRD |
| TOTAL | | TOTAL |

# AWARDS BLOCK EAGLE AND SUPER EAGLE

DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

## KEYPERSON'S FINAL REPORT

HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

300

ENVELOPE NUMBER 1

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kukui

**INSTRUCTIONS TO KEYPERSON**
**Keyperson's Final Report**

1. List the card numbers and names of personnel contributing. When solicitation is complete, black out the names of those not contributing.
2. Enter total cash/check, or total annual payroll deduction (amount indicated by donor on the pledge card) for each contributor under "Amount Contributed." If a contributor uses a sealed envelope, write "confidential" opposite that name under "Amount Contributed." Check the "Eagle Giver" or "Super Eagle Giver" box.
3. Review pledge cards for completeness and accuracy of math and designation information. Make sure donor has kept the receipt copy.
4. When solicitation is complete:
   a. Total cash/check column (1) and payroll column (2). Total cash listed here must equal total on deposit slip which must be validated by the bank.
   b. Enter the number of donors and amounts in appropriate blocks below: Cash/checks (3); Payroll deductions (4) (if donor has contributed both cash and payroll – only count as one donor in payroll deductions, donors box (4); confidential gifts – enter the number of donors only (5). Total donors (6) will be the sum of categories, 3, 4, & 5. Total amount (6) will be the total of categories 3 & 4.
   c. Verify pledge card numbers against those listed on the front of your envelope. Turn in unsealed keyperson envelope containing used AND unused contributor's pledge cards, confidential (sealed) envelopes and cash/checks or validated deposits slip to your Project Officer who will verify your results and SIGN THIS REPORT IN YOUR PRESENCE.

**KEYPERSON AND PROJECT OFFICER MUST BOTH SIGN:** We verify that we have reviewed the pledge cards, deposit slips and this report for completeness and accuracy.

| PLEDGE CARD NO. | NAMES OF PERSONS CONTRIBUTING (PLEASE TYPE OR PRINT USING BALL POINT PEN AND PRESS FIRMLY) | AMOUNT CONTRIBUTED BY CASH/CHECKS (1) | TOTAL ANNUAL PAYROLL DEDUCTION (2) | EAGLE GIVER | SUPER EAGLE GIVER |
|---|---|---|---|---|---|
| 75001 | Mary Poppins | 25 00 | | | |
| 75002 | Duck McQuack | | 180 00 | | X |
| 75003 | Capt O'Hara | | 420 00 | X | |
| 75004 | Bahhumbug Scrooge | | | | |
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| 75025 | NOT USED | | | | |
| | TOTAL | | | | |

(Keyperson's Signature)

Work Phone:

(Signature of Keyperson's Project Officer)

Work Phone:

Date:

NOTE: SUBMIT ALL #1 COPIES OF THE PAYROLL DEDUCTION CONTRIBUTOR'S PLEDGE CARDS TO PAYROLL OFFICE FOR PROCESSING.

**CONTRIBUTIONS**

3. CASH/CHECKS — DONORS | AMOUNT
4. PAYROLL DEDUCTIONS — DONORS | AMOUNT
5. CONFIDENTIAL GIFTS — DONORS
6. TOTALS — DONORS | AMOUNT

CEO INITIALS

DATE

**FOR USE BY CFCHQ PERSONNEL ONLY**

AGENCY CODE | REPORT #

| | NO. OF DONORS: | DOLLAR AMOUNT: |
|---|---|---|
| CASH | | CASH |
| PRD | | PRD |
| CONF. CASH | | CONF. CASH |
| CONF. PRD | | CONF. PRD |
| TOTAL | | TOTAL |

**BLOCK OUT NON CONTRIBUTOR'S NAME**

DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

# KEYPERSON'S FINAL REPORT

HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

300

1 ENVELOPE NUMBER

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kukui

**INSTRUCTIONS TO KEYPERSON**
**Keyperson's Final Report**

1. List the card numbers and names of personnel contributing. When solicitation is complete, black out the names of those not contributing.
2. Enter total cash/check, or total annual payroll deduction (amount indicated by donor on the pledge card) for each contributor under "Amount Contributed." If a contributor uses a sealed envelope, write "confidential" opposite that name under "Amount Contributed." Check the "Eagle Giver" or "Super Eagle Giver" box.
3. Review pledge cards for completeness and accuracy of math and designation information. Make sure donor has kept the receipt copy.
4. When solicitation is complete:
   a. Total cash/check column (1) and payroll column (2). Total cash listed here must equal total on deposit slip which must be validated by the bank.
   b. Enter the number of donors and amounts in appropriate blocks below: Cash/checks (3); Payroll deductions (4) (if donor has contributed both cash and payroll – only count as one donor in payroll deductions, donors box (4); confidential gifts – enter the number of donors only (5). Total donors (6) will be the sum of categories, 3, 4, & 5. Total amount (6) will be the total of categories 3 & 4.
   c. Verify pledge card numbers against those listed on the front of your envelope. Turn in unsealed keyperson envelope containing used AND unused contributor's pledge cards, confidential (sealed) envelopes and cash/checks or validated deposits slip to your Project Officer who will verify your results and SIGN THIS REPORT IN YOUR PRESENCE.

**KEYPERSON AND PROJECT OFFICER MUST BOTH SIGN:** We verify that we have reviewed the pledge cards, deposit slips and this report for completeness and accuracy.

| PLEDGE CARD NO. | NAMES OF PERSONS CONTRIBUTING — CONTRIBUTOR NAME (PLEASE TYPE OR PRINT USING BALL POINT PEN AND PRESS FIRMLY) | AMOUNT CONTRIBUTED — BY CASH/ CHECKS (1) | TOTAL ANNUAL PAYROLL DEDUCTION (2) | EAGLE GIVER | SUPER EAGLE GIVER |
|---|---|---|---|---|---|
| 75001 | Mary Poppins | 25 00 | | | |
| 75002 | Duck McQuack | | 180 00 | | X |
| 75003 | Capt. O'Hara | | 420 00 | X | |
| 75004 | [redacted] ooge | | | | |
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| 75025 | NOT USED | | | | |
| | TOTAL | | | | |

(Keyperson's Signature)

Work Phone:

(Signature of Keyperson's Project Officer)

Work Phone:

Date:

NOTE: SUBMIT ALL #1 COPIES OF THE PAYROLL DEDUCTION CONTRIBUTOR'S PLEDGE CARDS TO PAYROLL OFFICE FOR PROCESSING.

CONTRIBUTIONS

3. CASH/CHECKS — DONORS | AMOUNT

4. PAYROLL DEDUCTIONS — DONORS | AMOUNT

5. CONFIDENTIAL GIFTS — DONORS

6. TOTALS — DONORS | AMOUNT

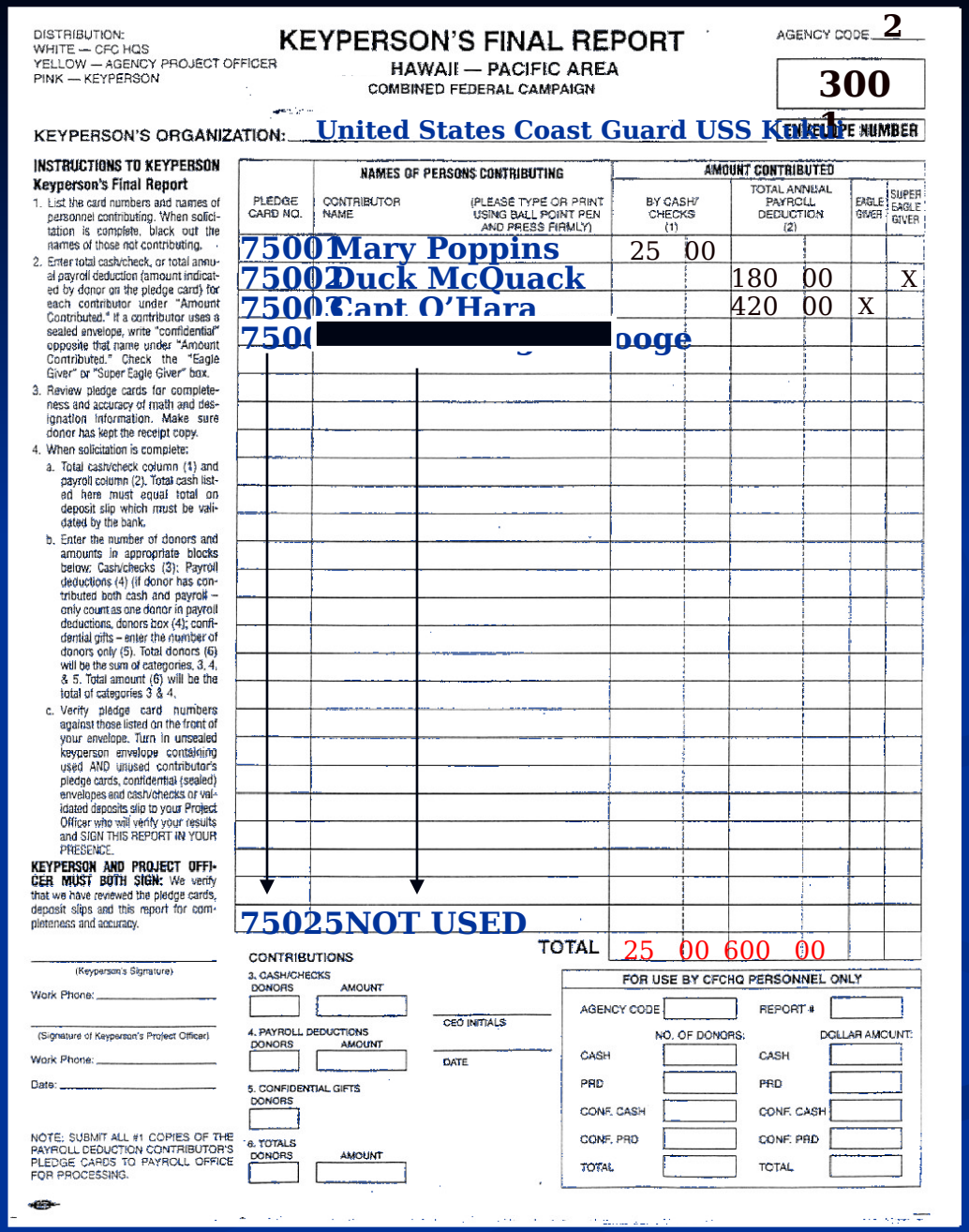
CEO INITIALS

DATE

FOR USE BY CFCHQ PERSONNEL ONLY

AGENCY CODE | REPORT #

| | NO. OF DONORS: | DOLLAR AMOUNT: |
|---|---|---|
| CASH | | CASH |
| PRD | | PRD |
| CONF. CASH | | CONF. CASH |
| CONF. PRD | | CONF. PRD |
| TOTAL | | TOTAL |



DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

# KEYPERSON'S FINAL REPORT

HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

300

1 ENVELOPE NUMBER

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kukui

**INSTRUCTIONS TO KEYPERSON**
**Keyperson's Final Report**

1. List the card numbers and names of personnel contributing. When solicitation is complete, black out the names of those not contributing.
2. Enter total cash/check, or total annual payroll deduction (amount indicated by donor on the pledge card) for each contributor under "Amount Contributed." If a contributor uses a sealed envelope, write "confidential" opposite that name under "Amount Contributed." Check the "Eagle Giver" or "Super Eagle Giver" box.
3. Review pledge cards for completeness and accuracy of math and designation information. Make sure donor has kept the receipt copy.
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   a. Total cash/check column (1) and payroll column (2). Total cash listed here must equal total on deposit slip which must be validated by the bank.
   b. Enter the number of donors and amounts in appropriate blocks below: Cash/checks (3); Payroll deductions (4) (if donor has contributed both cash and payroll – only count as one donor in payroll deductions, donors box (4); confidential gifts – enter the number of donors only (5). Total donors (6) will be the sum of categories, 3, 4, & 5. Total amount (6) will be the total of categories 3 & 4.
   c. Verify pledge card numbers against those listed on the front of your envelope. Turn in unsealed keyperson envelope containing used AND unused contributor's pledge cards, confidential (sealed) envelopes and cash/checks or validated deposits slip to your Project Officer who will verify your results and SIGN THIS REPORT IN YOUR PRESENCE.

**KEYPERSON AND PROJECT OFFICER MUST BOTH SIGN:** We verify that we have reviewed the pledge cards, deposit slips and this report for completeness and accuracy.

| PLEDGE CARD NO. | NAMES OF PERSONS CONTRIBUTING — CONTRIBUTOR NAME (PLEASE TYPE OR PRINT USING BALL POINT PEN AND PRESS FIRMLY) | AMOUNT CONTRIBUTED — BY CASH/ CHECKS (1) | TOTAL ANNUAL PAYROLL DEDUCTION (2) | EAGLE GIVER | SUPER EAGLE GIVER |
|---|---|---|---|---|---|
| 7500 | Mary Poppins | 25 00 | | | |
| 7500 | Duck McQuack | | 180 00 | | X |
| 7500 | Capt. O'Hara | | 420 00 | X | |
| 7500 | [redacted] ooge | | | | |
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| 7502 | 5NOT USED | | | | |
| | TOTAL | 25 00 | 600 00 | | |

(Keyperson's Signature)

Work Phone:

(Signature of Keyperson's Project Officer)

Work Phone:

Date:

NOTE: SUBMIT ALL #1 COPIES OF THE PAYROLL DEDUCTION CONTRIBUTOR'S PLEDGE CARDS TO PAYROLL OFFICE FOR PROCESSING.

CONTRIBUTIONS

3. CASH/CHECKS — DONORS | AMOUNT
4. PAYROLL DEDUCTIONS — DONORS | AMOUNT
5. CONFIDENTIAL GIFTS — DONORS
6. TOTALS — DONORS | AMOUNT

CEO INITIALS

DATE

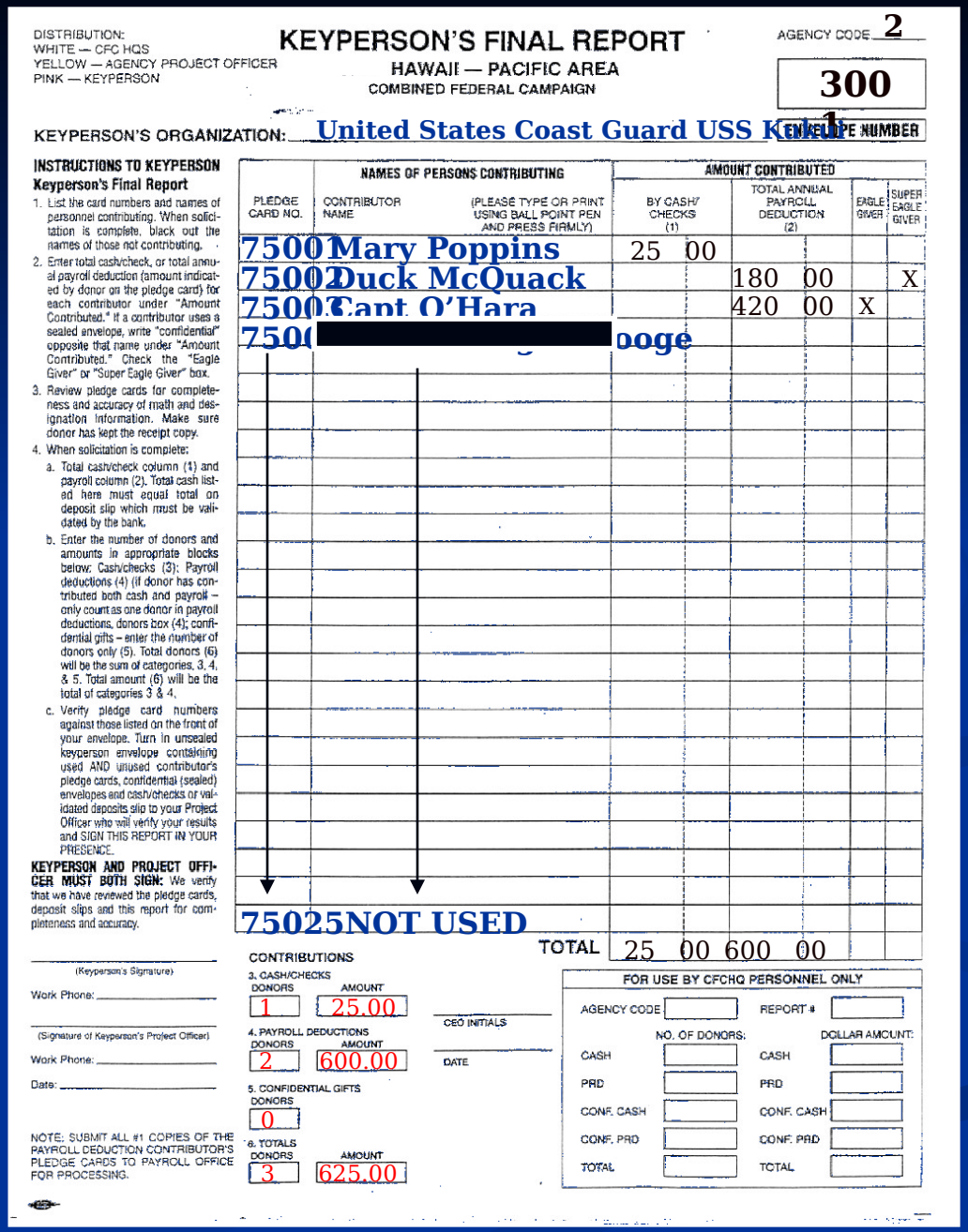
FOR USE BY CFCHQ PERSONNEL ONLY

AGENCY CODE | REPORT #

| | NO. OF DONORS: | DOLLAR AMOUNT: |
|---|---|---|
| CASH | | CASH |
| PRD | | PRD |
| CONF. CASH | | CONF. CASH |
| CONF. PRD | | CONF. PRD |
| TOTAL | | TOTAL |

**TOTAL CASH/CHECK AND PAYROLL DEDUCTION COLUMNS**

**COMPLETE CONTRIBUTIONS SECTION (completed by keyperson)**



DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

# KEYPERSON'S FINAL REPORT

HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

300

1

ENVELOPE NUMBER

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kukui

**INSTRUCTIONS TO KEYPERSON**
**Keyperson's Final Report**

1. List the card numbers and names of personnel contributing. When solicitation is complete, black out the names of those not contributing.
2. Enter total cash/check, or total annual payroll deduction (amount indicated by donor on the pledge card) for each contributor under "Amount Contributed." If a contributor uses a sealed envelope, write "confidential" opposite that name under "Amount Contributed." Check the "Eagle Giver" or "Super Eagle Giver" box.
3. Review pledge cards for completeness and accuracy of math and designation information. Make sure donor has kept the receipt copy.
4. When solicitation is complete:
   a. Total cash/check column (1) and payroll column (2). Total cash listed here must equal total on deposit slip which must be validated by the bank.
   b. Enter the number of donors and amounts in appropriate blocks below: Cash/checks (3); Payroll deductions (4) (if donor has contributed both cash and payroll – only count as one donor in payroll deductions, donors box (4); confidential gifts – enter the number of donors only (5). Total donors (6) will be the sum of categories, 3, 4, & 5. Total amount (6) will be the total of categories 3 & 4.
   c. Verify pledge card numbers against those listed on the front of your envelope. Turn in unsealed keyperson envelope containing used AND unused contributor's pledge cards, confidential (sealed) envelopes and cash/checks or validated deposits slip to your Project Officer who will verify your results and SIGN THIS REPORT IN YOUR PRESENCE.

**KEYPERSON AND PROJECT OFFICER MUST BOTH SIGN:** We verify that we have reviewed the pledge cards, deposit slips and this report for completeness and accuracy.

(Keyperson's Signature)

Work Phone:

(Signature of Keyperson's Project Officer)

Work Phone:

Date:

NOTE: SUBMIT ALL #1 COPIES OF THE PAYROLL DEDUCTION CONTRIBUTOR'S PLEDGE CARDS TO PAYROLL OFFICE FOR PROCESSING.

| PLEDGE CARD NO. | NAMES OF PERSONS CONTRIBUTING — CONTRIBUTOR NAME (PLEASE TYPE OR PRINT USING BALL POINT PEN AND PRESS FIRMLY) | AMOUNT CONTRIBUTED — BY CASH/ CHECKS (1) | TOTAL ANNUAL PAYROLL DEDUCTION (2) | EAGLE GIVER | SUPER EAGLE GIVER |
|---|---|---|---|---|---|
| 75001 | Mary Poppins | 25 00 | | | |
| 75002 | Duck McQuack | | 180 00 | | X |
| 75003 | Capt. O'Hara | | 420 00 | X | |
| 75004 | [redacted] ooge | | | | |
| 75025 | NOT USED | | | | |
| | TOTAL | 25 00 | 600 00 | | |

**CONTRIBUTIONS**

3. CASH/CHECKS — DONORS: 1 — AMOUNT: 25.00
4. PAYROLL DEDUCTIONS — DONORS: 2 — AMOUNT: 600.00
5. CONFIDENTIAL GIFTS — DONORS: 0
6. TOTALS — DONORS: 3 — AMOUNT: 625.00

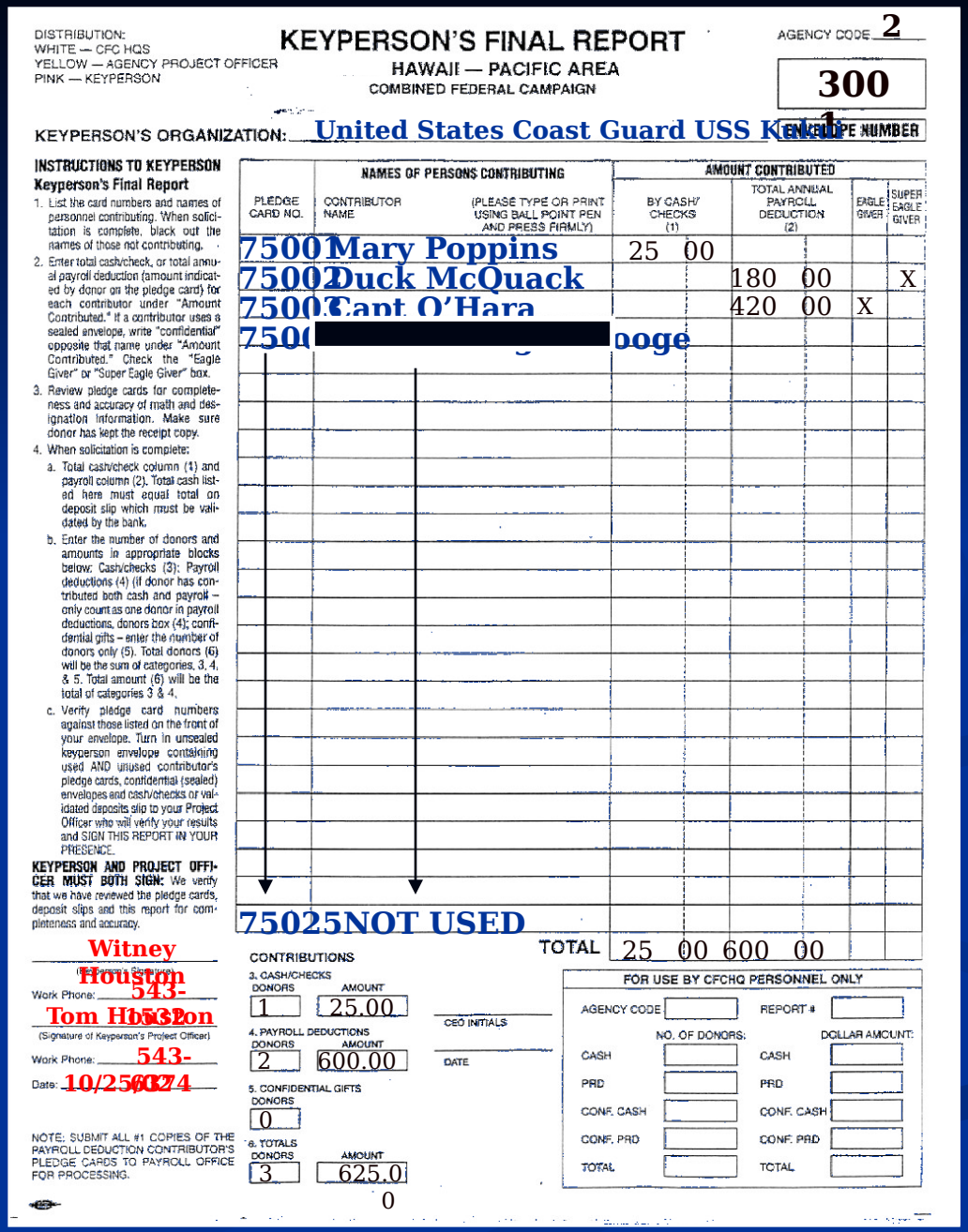
CEO INITIALS

DATE

**FOR USE BY CFCHQ PERSONNEL ONLY**

| | | | |
|---|---|---|---|
| AGENCY CODE | | REPORT # | |
| | NO. OF DONORS: | | DOLLAR AMOUNT: |
| CASH | | CASH | |
| PRD | | PRD | |
| CONF. CASH | | CONF. CASH | |
| CONF. PRD | | CONF. PRD | |
| TOTAL | | TOTAL | |

**KEYPERSON AND UNIT PROJECT OFFICERS SIGN**



DISTRIBUTION:
WHITE — CFC HQS
YELLOW — AGENCY PROJECT OFFICER
PINK — KEYPERSON

# KEYPERSON'S FINAL REPORT

HAWAII — PACIFIC AREA
COMBINED FEDERAL CAMPAIGN

AGENCY CODE 2

300

ENVELOPE NUMBER 1

KEYPERSON'S ORGANIZATION: United States Coast Guard USS Kauf

**INSTRUCTIONS TO KEYPERSON**
**Keyperson's Final Report**

1. List the card numbers and names of personnel contributing. When solicitation is complete, black out the names of those not contributing.
2. Enter total cash/check, or total annual payroll deduction (amount indicated by donor on the pledge card) for each contributor under "Amount Contributed." If a contributor uses a sealed envelope, write "confidential" opposite that name under "Amount Contributed." Check the "Eagle Giver" or "Super Eagle Giver" box.
3. Review pledge cards for completeness and accuracy of math and designation information. Make sure donor has kept the receipt copy.
4. When solicitation is complete:
   a. Total cash/check column (1) and payroll column (2). Total cash listed here must equal total on deposit slip which must be validated by the bank.
   b. Enter the number of donors and amounts in appropriate blocks below: Cash/checks (3); Payroll deductions (4) (if donor has contributed both cash and payroll – only count as one donor in payroll deductions, donors box (4); confidential gifts – enter the number of donors only (5). Total donors (6) will be the sum of categories, 3, 4, & 5. Total amount (6) will be the total of categories 3 & 4.
   c. Verify pledge card numbers against those listed on the front of your envelope. Turn in unsealed keyperson envelope containing used AND unused contributor's pledge cards, confidential (sealed) envelopes and cash/checks or validated deposits slip to your Project Officer who will verify your results and SIGN THIS REPORT IN YOUR PRESENCE.

**KEYPERSON AND PROJECT OFFICER MUST BOTH SIGN:** We verify that we have reviewed the pledge cards, deposit slips and this report for completeness and accuracy.

Witney Houston
(Keyperson's Signature)
Work Phone: 543-

Tom Hobson
(Signature of Keyperson's Project Officer)
Work Phone: 543-
Date: 10/25/03

NOTE: SUBMIT ALL #1 COPIES OF THE PAYROLL DEDUCTION CONTRIBUTOR'S PLEDGE CARDS TO PAYROLL OFFICE FOR PROCESSING.

| PLEDGE CARD NO. | NAMES OF PERSONS CONTRIBUTING (PLEASE TYPE OR PRINT USING BALL POINT PEN AND PRESS FIRMLY) CONTRIBUTOR NAME | AMOUNT CONTRIBUTED BY CASH/CHECKS (1) | AMOUNT CONTRIBUTED TOTAL ANNUAL PAYROLL DEDUCTION (2) | EAGLE GIVER | SUPER EAGLE GIVER |
|---|---|---|---|---|---|
| 75001 | Mary Poppins | 25 00 | | | |
| 75002 | Duck McQuack | | 180 00 | | X |
| 75003 | Capt. O'Hara | | 420 00 | X | |
| 7500[redacted] | [redacted]ooge | | | | |
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| | | | | | |
| 75025 | NOT USED | | | | |
| | TOTAL | 25 00 | 600 00 | | |

CONTRIBUTIONS

3. CASH/CHECKS — DONORS: 1 — AMOUNT: 25.00
4. PAYROLL DEDUCTIONS — DONORS: 2 — AMOUNT: 600.00
5. CONFIDENTIAL GIFTS — DONORS: 0
6. TOTALS — DONORS: 3 — AMOUNT: 625.0 0

CEO INITIALS

DATE

FOR USE BY CFCHQ PERSONNEL ONLY

| | | | |
|---|---|---|---|
| AGENCY CODE | | REPORT # | |
| | NO. OF DONORS: | | DOLLAR AMOUNT: |
| CASH | | CASH | |
| PRD | | PRD | |
| CONF. CASH | | CONF. CASH | |
| CONF. PRD | | CONF. PRD | |
| TOTAL | | TOTAL | |

# Keyperson's Final Report

- List all pledge card numbers and names
  - Use Alpha Roster
- Line out non-contributors names
- Keep a list of award donors only (if needed)
- Return all unused and voided cards
- Total columns
- Sign and give contact number
- Return completed envelope to Project Officer for final audit and signature

Training guide page 21

# Pledge Card

7500 ☐ Super Eagle Giver ☐ Eagle Giver

2004 Hawaii-Pacific Area
Combined Federal Campaign
P.O. Box 1096 Honolulu, Hawaii 96808

OPM CFC Control number 0225
ATTENTION PAYROLL OFFICES:
This number identifies the local CFC
DO NOT enter into Federal payroll systems

| NAME (LAST) | (FIRST) | (INITIAL) | PAYROLL OFFICE (8 digit - completed by keyperson) |
|---|---|---|---|
| 1 Houston | Witney | J | |

| MILITARY UNIT/FEDERAL DEPT./AGENCY | DUTY PHONE | PAY GRADE (Optional) | SOCIAL SECURITY NUMBER |
|---|---|---|---|
| USA Fort Shafter Co. A | | E5 | |

Please indicate the amount of your gift by filling in the blank box or checking one of the other boxes below to show the amount of your deduction per pay period or your cash gift.

| ✓BOX | MILITARY | TOTAL |
|---|---|---|
| | $ _____ X 12 MONTHS = | $ |
| | $35.00 X 12 MONTHS = | $420.00 |
| | $25.00 X 12 MONTHS = | $300.00 |
| | $15.00 X 12 MONTHS = | $180.00 |
| | CASH OR CHECK | $ |

PRINT NEATLY
KEYPERSON ENVELOPE NUMBER
**3001**
MAKE CHECK PAYABLE TO:
COMBINED FEDERAL CAMPAIGN

| ✓BOX | CIVILIAN | TOTAL |
|---|---|---|
| | $ _____ X 26 PAY PERIODS = | $ |
| | $16.00 X 26 PAY PERIODS = | $416.00 |
| | $12.00 X 26 PAY PERIODS = | $312.00 |
| | $ 7.00 X 26 PAY PERIODS = | $182.00 |
| | CASH OR CHECK | $ |

DESIGNATED GIFTS: To designate one or more charities or federated group that appear on the list provided, fill in the charity or federation identification number(s) and dollar amounts(s) here.

USE CODES FROM 2004 BROCHURE ONLY

| FOUR DIGIT AGENCY CODE | ANNUAL AMOUNT TO AGENCY |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

CHECK ALL THAT APPLY

☐ DO NOT release any information

☐ Release my name only to the charities I designated

☐ Release my name and contact information to the charities I designated
(Provide your home mailing address and/or e-mail address)

NOTE: If all three boxes are checked, no information will be sent

CFC Organizations do not provide goods or services in whole or partial consideration for any contributions made in the organizations via this pledge card.

**PAYROLL DEDUCTION AUTHORIZATION**

I hereby authorize any agency of the United States Government by which I may be employed during 2005 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2005 starting with the first pay period in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

Signature _____ Date _____

OPM Form 1654 June 2004

# Pledge Card

7500 ☐ Super Eagle Giver ☐ Eagle Giver

2004 Hawaii-Pacific Area
Combined Federal Campaign
P.O. Box 1096 Honolulu, Hawaii 96808

OPM CFC Control number 0225
ATTENTION PAYROLL OFFICES:
This number identifies the local CFC
DO NOT enter into Federal payroll systems

| NAME 1 (LAST) | (FIRST) | (INITIAL) | PAYROLL OFFICE (8 digit - completed by keyperson) |
|---|---|---|---|
| Houston | Witney | J | |

| MILITARY UNIT/FEDERAL DEPT./AGENCY | DUTY PHONE | PAY GRADE (Optional) | SOCIAL SECURITY NUMBER |
|---|---|---|---|
| USA Fort Shafter Co. A | | E5 | |

Please indicate the amount of your gift by filling in the blank box or checking one of the other boxes below to show the amount of your deduction per pay period or your cash gift.

| ✓BOX | MILITARY | TOTAL |
|---|---|---|
| | $ _____ X 12 MONTHS = | $ |
| | $35.00 X 12 MONTHS = | $420.00 |
| | $25.00 X 12 MONTHS = | $300.00 |
| X | $15.00 X 12 MONTHS = | $180.00 |
| | CASH OR CHECK | $ |

PRINT NEATLY
KEYPERSON ENVELOPE NUMBER
**3001**
MAKE CHECK PAYABLE TO:
COMBINED FEDERAL CAMPAIGN

| ✓BOX | CIVILIAN | TOTAL |
|---|---|---|
| | $ _____ X 26 PAY PERIODS = | $ |
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| FOUR DIGIT AGENCY CODE | ANNUAL AMOUNT TO AGENCY |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

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Signature _____ Date _____

OPM Form 1654 June 2004

Training guide page 22

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7500 ☐ Super Eagle Giver ☐ Eagle Giver

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Combined Federal Campaign
P.O. Box 1096 Honolulu, Hawaii 96808

OPM CFC Control number 0225
ATTENTION PAYROLL OFFICES:
This number identifies the local CFC
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|---|---|---|---|
| Houston | Witney | J | |

| MILITARY UNIT/FEDERAL DEPT./AGENCY | DUTY PHONE | PAY GRADE (Optional) | SOCIAL SECURITY NUMBER |
|---|---|---|---|
| USA Fort Shafter Co. A | 546-2213 | E5 | 555-12-1212 |

Please indicate the amount of your gift by filling in the blank box or checking one of the other boxes below to show the amount of your deduction per pay period or your cash gift.

| ✓BOX | MILITARY | TOTAL |
|---|---|---|
| | $ _____ X 12 MONTHS = | $ |
| | $35.00 X 12 MONTHS = | $420.00 |
| | $25.00 X 12 MONTHS = | $300.00 |
| X | $15.00 X 12 MONTHS = | $180.00 |
| | CASH OR CHECK | $ |

PRINT NEATLY
KEYPERSON ENVELOPE NUMBER
**3001**
MAKE CHECK PAYABLE TO:
COMBINED FEDERAL CAMPAIGN

| ✓BOX | CIVILIAN | TOTAL |
|---|---|---|
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USE CODES FROM 2004 BROCHURE ONLY

| FOUR DIGIT AGENCY CODE | ANNUAL AMOUNT TO AGENCY |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

CHECK ALL THAT APPLY

☐ DO NOT release any information

☐ Release my name only to the charities I designated

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Signature ***Witney Houston*** Date **10/9/04**

OPM ...04

...raining guide page 22

# Pledge Card

7500

☐ Super Eagle Giver
☐ Eagle Giver

2004 Hawaii-Pacific Area
Combined Federal Campaign
P.O. Box 1096 Honolulu, Hawaii 96808

OPM CFC Control number 0225
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|---|---|---|---|
| Houston | Witney | J | |

| MILITARY UNIT/FEDERAL DEPT./AGENCY | DUTY PHONE | PAY GRADE (Optional) | SOCIAL SECURITY NUMBER |
|---|---|---|---|
| USA Fort Shafter Co. A | 546-2213 | E5 | 555-12-1212 |

Please indicate the amount of your gift by filling in the blank box or checking one of the other boxes below to show the amount of your deduction per pay period or your cash gift.

| ✓BOX | MILITARY | TOTAL |
|---|---|---|
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PRINT NEATLY
KEYPERSON ENVELOPE NUMBER
**3001**
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| ✓BOX | CIVILIAN | TOTAL |
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USE CODES FROM 2004 BROCHURE ONLY

| FOUR DIGIT AGENCY CODE | ANNUAL AMOUNT TO AGENCY |
|---|---|
| 1001 | $ 60.00 |
| 1002 | $ 60.00 |
| | $ |
| | $ |
| | $ |

CHECK ALL THAT APPLY

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☐ Release my name and contact information to the charities I designated
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Signature ***Witney Houston*** Date **10/9/04**

OPM Form 1654 June 2004

# Pledge Card

7500 ☐ Super Eagle Giver ☐ Eagle Giver

2004 Hawaii-Pacific Area
Combined Federal Campaign
P.O. Box 1096 Honolulu, Hawaii 96808

OPM CFC Control number 0225
ATTENTION PAYROLL OFFICES:
This number identifies the local CFC
DO NOT enter into Federal payroll systems

| NAME 1 (LAST) | (FIRST) | (INITIAL) | PAYROLL OFFICE (8 digit - completed by keyperson) |
|---|---|---|---|
| Houston | Witney | J | 12345678 |

| MILITARY UNIT/FEDERAL DEPT./AGENCY | DUTY PHONE | PAY GRADE (Optional) | SOCIAL SECURITY NUMBER |
|---|---|---|---|
| USA Fort Shafter Co. A | 546-2213 | E5 | 555-12-1212 |

Please indicate the amount of your gift by filling in the blank box or checking one of the other boxes below to show the amount of your deduction per pay period or your cash gift.

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KEYPERSON ENVELOPE NUMBER
**3001**
MAKE CHECK PAYABLE TO:
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USE CODES FROM 2004 BROCHURE ONLY

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|---|---|
| 1001 | $ 60.00 |
| 1002 | $ 60.00 |
| | $ |
| | $ |
| | $ |

CHECK ALL THAT APPLY

☐ DO NOT release any information

☐ Release my name only to the charities I designated

X Release my name and contact information to the charities I designated
(Provide your home mailing address and/or e-mail address)

whouston@email.com

NOTE: If all three boxes are checked, no information will be sent

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**PAYROLL DEDUCTION AUTHORIZATION**

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Signature Witney Houston Date 10/9/04

OPM Form 1654 June 2004

# Pledge Card

- Keyperson fills in keyperson envelope number
- Keyperson fills in donor's name
- Pledge card checklist
  - Civilian vs. military
  - Designated charities (annual amount)
  - SSN and signature for payroll deduction
  - All checks payable to CFC
  - Figures computed correctly
    - 100/12 = 8.33 – 8.33 x 12 = 99.96
    - System will reject it!
  - Pledge card completely filled out and legible
  - Turn copy 1 into payroll office if payroll deduction

# Pledge Card

- Keyperson reminders
  - Confidential donation
    - Donor completes pledge card
    - Write confidential on a white envelope
    - Write pledge card number on the white envelope
    - Place pledge card inside envelope and seal it
    - Opened at CFC headquarters
    - Annotate confidential on keyperson report
  - More than five charities
    - Use consecutive cards
    - Only make one pledge on first card
    - Use second card for designations and name only

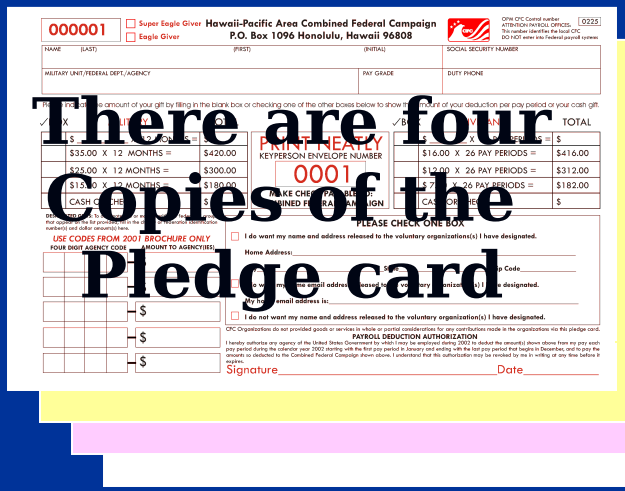
# Pledge Card

- Keyperson reminders
  - Name release Authorization Box
    - Must be marked and completed if donor wants their name released to the charities they designated
    - Names will be forwarded to charities in February
  - 250+ cash/check form
    - IRS requirement for taxes
    - Will be mailed in January
  - Lost pledge card form
    - Fill form out if any pledge cards are missing

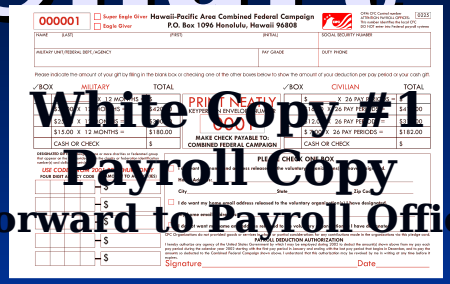
Training guide page 22

# Pledge Card Flow Chart

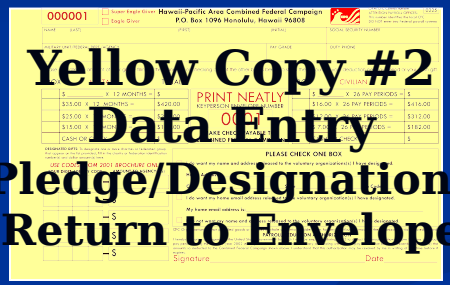
Training guide page 22


000001
Super Eagle Giver
Eagle Giver
Hawaii-Pacific Area Combined Federal Campaign
P.O. Box 1096 Honolulu, Hawaii 96808
0225
PRINT NEATLY
KEYPERSON ENVELOPE NUMBER
0001
PLEASE CHECK ONE BOX
USE CODES FROM 2001 BROCHURE ONLY
FOUR DIGIT AGENCY CODE
AMOUNT TO AGENCY(IES)
I do want my name and address released to the voluntary organizations(s) I have designated.
I do not want my name and address released to the voluntary organization(s) I have designated.
PAYROLL DEDUCTION AUTHORIZATION
Signature
Date

There are four Copies of the Pledge card

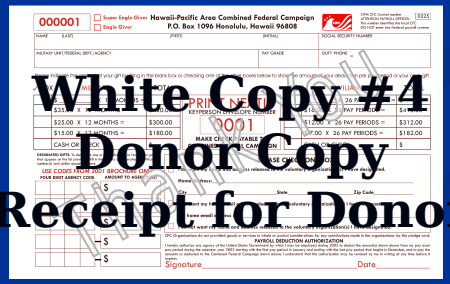



White Copy #1
Payroll Copy
Forward to Payroll Office




Yellow Copy #2
Data Entry
Pledge/Designations
Return to Envelope

Pink Copy #3
Name Release
Return to Envelope




White Copy #4
Donor Copy
Receipt for Donor

Federal Payroll Offices
Issue checks to CFC

CFC Distributes checks to charities

# Donor Brochure

- **Brochure sections**
  - **Index**
  - **CFC Information**
  - **Local**
  - **National**
  - **International**
  - **Frequently asked questions**
  - **Suggested giving guide**

# Donor Brochure

- Things to be aware of
  - Charity Code
  - Charity Name
  - Website address
  - Phone number
  - 25 word description
  - EIN # (employer identification number)
  - Charities overhead %(*)
    - * Denotes that overhead is over 25%

# Campaign Impact

- **Who uses these charities?**
  - **Think of some of the charities you and your family use or have used**
- **CFC video**
  - **Shown at donor educational briefings**
- **Guest speakers**
  - **Invited to donor educational briefings**

# Frequently Asked Questions

- How did the charities get in there?
  - Criteria in the federal register (regulations)
    - IRS determination of non-profit status (501C3)
    - Independent audit (Revenues more than 100k)
    - Administrative cost less than 25%*
    - Local charities must be local
    - Not over 80% government funded
  - All applications are screened by federal employees
    - OPM - Office of Personnel Management
      - National and International charities
    - FEB – Federal Executive Board
      - Local charities

# Frequently Asked Questions

- **Why designate**
  - **Support charities of your choice**
  - **Undesignated goes to all charities that receive designations**
- **Remember**
  - **There are charities that you may not support in the brochure**
  - **Make sure you designate your donation!**

# Frequently Asked Questions

- **Did my money go to the charity I designated?**
  - **Annual audit**
  - **Data entries are verified**
  - **Database will not accept invalid codes**
  - **We will release your name to the charity provided you fill out the name release authorization box**

# Frequently Asked Questions

- **Why give through CFC?**
  - **Agencies can plan better (notified of amount)**
  - **Keeps fundraising cost down**
  - **Payroll deduction (four to five times greater than cash)**
  - **Payroll deduction does not start until January**
  - **Over a thousand charities to choose from**
  - **We all use these charities and will need them in the future**

# Thank You

- **Have an awesome campaign!**

HAWAII-PACIFIC AREA

CFC

SERVICE TO OTHERS